

Shirley Community Primary School Governing Body

Minutes of the meeting of the Standards Committee held on Monday 9 October 2017 at 4.00pm at Shirley Community Primary School

Members of the Committee:

Reverend Ruth Adams
Philip Henderson
Sarah Joomun
Angela Leach/Hannah Kidney (Co-Headteacher)
Louisa Meynell (Committee Chair)
Jennifer Thomas (Committee Vice Chair)
Nicole Went

Invited attendees (non voting):

Suzanne Wernham (Deputy Headteacher)
Clerk: Harriet Owen

Visitors (non voting):

Iain Smith

Present: Reverend Adams, Sarah Joomun, Hannah Kidney (Co-Headteacher), Louisa Meynell, Jennifer Thomas, Nicole Went.
Visiting: Iain Smith (GB Chair), Suzanne Wernham (DH). In attendance: Harriet Owen (Clerk).

1. Statutory responsibility

- **Elect Chair of Committee for this academic year: Reverend Adams proposed Ms Meynell. Seconded by Mrs Went. Agreed by all.**
- **Elect Vice Chair of Committee for this academic year: Ms Meynell proposed Mrs Thomas. Seconded by Reverend Adams. Agreed by all.**
- **Apologies**
Mr Henderson (work commitment). Apologies proposed for acceptance by Ms Meynell, seconded by Revd Adams. Agreed by all.
- **Declaration of Interest**
No interests in agenda items were declared.
- **Approve minutes of the last meeting (4 July 2017)**
Ms Meynell proposed, Mrs Went seconded the minutes be accepted. Agreed by all.
- **Approve annual agenda content and format**
 - The Committee agreed that under 'remit', narrowing the gap and SEND should be separate items.
 - The Committee agreed that time should be built into agendas for presentations by school leaders, as information gained from presentations is informative for Governors. **ACTION: SLT will consider areas for presentations to Governors.****Reverend Adams proposed, Mrs Thomas seconded the annual agenda content for approval. Agreed by all.**

2. Monitoring of Standards: Headteachers' Report

Mrs Kidney introduced a new style Head's Report. It is a working document, with updated information added half-termly for Committees, with a final report presented to the concluding meeting of the FGB at the end of every term.

The Committee discussed key points in the report:

- The census was undertaken last week. Updated numbers will be available at the next meeting. Currently, the school has 393 pupils in Yr R-Yr 6, with 23 children attending Pre-School.
- Attendance figures are very positive. The school does not have an assigned EWO at present but the Attendance Officer is in contact with an EWO via email, to ask for their involvement when needed. The meeting discussed the review of attendance 2016-17, noting attendance of particular groups. Whole school attendance 2016-17, (statutory age without travellers) is 96.2%. Mrs Kidney discussed various incentives the school uses to keep attendance a high profile e.g. weekly presentation of attendance cups for the best class attendance. Every child's attendance was reviewed with their parent at parent consultation meetings.
- Mrs Kidney outlined the focus for staff meetings this half term. The meeting noted Science as an area of monitoring for the Curriculum group.
- New staff are settling in well. Teacher appraisals are underway. Mrs Kidney explained teacher appraisals are linked to the school's SDIP priorities. Monitoring of Maths and English lessons are taking place this term. Whilst Ofsted are advised not to grade individual lessons, the SLT use Ofsted grades when observing lessons, to gauge if additional support is needed. The meeting discussed the use of the word 'judgements' and whether this word impacts negatively or positively for teachers. **After discussion, it was agreed Mrs Kidney will ask staff if this term needs revising and will bring back their comments to the Committee.**
- TA appraisals take place towards the end of term.
- Drop ins are taking place. A Governor noted the HT appraisal process reflects the achievements of teachers. When considering the school's priorities, the SLT need to be mindful of where teachers sit within the SDIP.
- Data: The school's performance tables are published in December. The school has, as before, purchased Arbor reports – these have previously been seen by Governors. Attainment scores had been included in the Head's Report for summer B. Further analysis of groups has been made available via the Arbor reports. The meeting discussed attainment scores for the KS2 cohort against the national average. Mrs Kidney said initial progress data is positive when compared to national and Cambridgeshire figures. The floor standard is the minimum standard for pupil attainment and/or progress that the government expects schools to meet. In 2017, a school will be above the floor if at least 65% of pupils meet the expected standard in Reading, Writing and Maths; or the school achieves sufficient progress scores in all three subjects i.e. -5 in reading, -5 in Maths, and -7 in writing. In 2016-17, 53% of the KS2

cohort had met the expected standard in Writing, Reading and Maths. The meeting discussed the attainment scores for the KS2 cohort against the national averages and the overall progress scores, noting successes i.e. SPaG and noting that a number of children had not met the national average in Maths. Gaps were noted. Mrs Kidney said the SLT are putting plans into place to close gaps. Mrs Kidney explained scaled scores to the meeting, noting 100 is the expected number. KS1 data is released on 9 October. Mrs Kidney said when KS1 children do well with reading, success with writing follows.

- The IPC was discussed. Mrs Kidney said the IPC provides children with a real context and makes learning fun, both in the classroom and beyond the classroom; the visits and visitors connected with this term's topics were noted.
- Mrs Kidney said the clubs offered by the school continue to be very popular with children; the goodwill of staff that take clubs was noted. There are 5 after-school clubs and 3 lunchtime clubs. The numbers of PP pupils and SEND pupils attending was noted. An exciting new initiative is about to be launched in school 'Junior Savers' – this is run by Chyps staff and the City Council, who are visiting a parent consultation evening to talk to parents. Junior Savers aims to encourage children to save and understand the value of money.
- Mrs Wernham gave an update on **SEND** to the meeting:
- The Inclusion Team have met with class teachers to discuss SEND pupils and priority cases for this term. Identification of SEND children and PLPs has been undertaken.
- SEND numbers are currently 13 EHCPs and 95 on SEND support, a total of 108.
- A staff meeting discussed provision, thresholds and procedures for involvement. Evidence folders have been distributed for high needs pupils.
- Three more ECHP applications are being made this term.
- The agencies and professionals that the Inclusion Team liaise with were noted.
- The Inclusion Action Plan is almost complete: all pupils with SEND are listed and support is itemized.
- Ongoing training continues, with TAs to support SEND children.
- A Governor noted the school has a higher than national average of children with SEND. A Governor asked what follow up actions take place if a child comes off the SEND register. Mrs Kidney said a child must be closely monitored if they are taken off the register. Sometimes, if sufficient progress is not made, a child will go back on the register. The meeting discussed the types of support the school can access for children with particular problems.
- Mrs Kidney said a Pupil Premium Report will be available next half term. The amount allocated for 2017-18 is £178,200.
- Parent consultations' are to be held over two after-school sessions this half term, with the teachers based in the two halls. The SLT hope this approach will make it easier for parents to attend multiple appointments on one evening, and also make attendance easier for parents who work full or part time.
- Parent workshops are being held this term. All materials used are available on the website, after the workshop has been held.
- **Safeguarding:** Mrs Kidney noted the Heads' report includes the names of Designated Safeguarding and Child Protection Designated Persons, Prevent lead staff and Safer Recruitment trained staff.
- Safeguarding briefings, led by the Co-Headteachers, are taking place with all teachers and TAs. The briefings are covering: safe use of YouTube videos (how to watch these in the classroom); essential documents to be aware of; updated logging a concern about a child's welfare form; wider aspects of safeguarding, including links to behaviour management. Mrs Kidney said that this year half-termly designated person briefings are being held. These have focused on record keeping; escalation policy; updates to the Ofsted inspection framework for safeguarding; updates from refresher training and County's safeguarding briefings. Mrs Kidney said that Safeguarding in the Early Years would make an informative visit for a governor visit.
- Online safety was discussed by the meeting. An online safety audit will be carried out next term by Mrs Kidney and Mr Crossman. Mrs Kidney discussed one instance where she asked for support when an issue arose with social media provider.
- Fire evacuation and Invacuation exercises have been carried out this term. Both went well. Notes were made for future exercises.
- The meeting discussed changes to teaching within maths groups. Mrs Kidney said that auditors say mixed ability groups is best; it widens teachers' capabilities to teach a variety of abilities. Mrs Kidney said that children make better progress in mixed ability groups, as it offers children exposure to a whole range of methodologies i.e. whole class phonics. Children share, and this deepens their understanding of the subject. It is exciting to have flexibility. Tabletop resources for teaching maths was discussed. Mrs Wernham is finalising requirements. The meeting agreed the importance of ways of explaining working, and using reasoning as evidence, for understanding and mastery.

3. Report/Update from Data Governor

Mrs Thomas proposed, Mrs Went seconded that Mr Henderson should continue in this role on this Committee. Agreed by all. Mrs Kidney noted that Mr Henderson has arranged a data visit with Miss Fonseka (Assessment Lead).

4. Safeguarding

Mrs Kidney noted the Safeguarding Governors are meeting on 2 November to plan the cycle of Safeguarding visits for next year. Reverend Adams said the schedule of visits had worked well last year. Whilst Safeguarding visits are fixed in the diary, it is noted they need to fit with the SDIP. Mrs Mason-Bell is making an SCR monitoring visit on 18 October.

5. Inclusion Update

A written report is submitted in Autumn B. Mrs Wernham said there were no further updates to those given earlier in the meeting.

6. Equality and Diversity

Ms Meynell has met with Mrs Taylor to discuss the preparations for the school's submission for the Equalities Award (for the third time). There is a considerable collation of documents to build the evidence required for this Award.

October is Black History month. Mrs Taylor delivered a special assembly today. The meeting discussed children's understanding of their heritage and how this can be imparted, and made relevant to their place in the world today.

7. British Values

This area continues to be addressed e.g. through assemblies.

8. Statutory responsibilities

The Chair (and other Governors) will consider possible items in the suggested agenda items from CGS.

The Accessibility Plan will come to the Autumn B meeting (Mrs Wernham).

Mrs Kidney reminded Governors of the in-house training session, delivered by Nigel Battey, on Tuesday 7 November 6-8pm.

The meeting closed at 5.20pm.

9. Date of next meeting

Tuesday 14 November 2017 at 4pm